

## TOWN OF ARLINGTON

Joseph Connelly  
Director of Recreation



PARK COMMISSIONERS  
Leslie Mayer, Chairperson  
Jen Rothenberg, Vice Chair  
Shirley Canniff  
Donald Vitters  
Jim Robillard  
Elena Bartholomew, Associate  
Peter Hedlund, Associate

### Recreation Department

Park and Recreation Commission  
Minutes  
Tuesday, January 13, 2015  
Arlington Senior Center  
Approved

The Park and Recreation Commission came to order at 7:00 PM for its meeting in the Arlington Senior Center on Tuesday, January 13, 2015.

Members in attendance included: Shirley Canniff, Leslie Mayer, Jen Rothenberg, Don Vitters, and Associate Member Elena Bartholomew. Supervisor of Recreation, Erin Campbell was also present.

Members from the public: Landscape Architect, Andrew Leonard.

#### **Approval of Minutes**

The previously tabled minutes of November 13, 2014 were approved on a motion by Mr. Vitters, seconded by Ms. Canniff and approved 4-0. The minutes from December 9, 2014 were approved on a motion by Mr. Vitters, seconded by Ms. Rothenberg and approved 3-0-1 with Ms. Canniff abstaining.

#### **Open Forum – Public Comments**

There were no comments.

#### **Spy Pond Tennis Courts Review with Landscape Architect**

Andrew Leonard showed the Commission the revised plan for the five tennis courts at Spy Pond and first alternate mini-courts. He explained that the project is out of the buffer zone of Spy Pond and trees will be planted in the zone where there was previously pavement. There will be ADA compliant handicapped access, as well as accessible benches on the tennis courts and informal playing fields. There will be 4 gates to access the courts as well as a double gate for maintenance.

Ms. Mayer asked that the double gate be moved from the far end of the courts to the street side to minimize any heavy equipment needing to travel across the fields. The Commission agreed that this makes more sense.

The Commission discussed if and where to place a bike rack. It was decided to have the bike rack as the second alternate and place it near the gate off of Pond Lane. Ms. Mayer will check with Joey Glushko of the Planning Dept. to see if any bike racks remain from a previous grant funded purchase and if the ABAC has a preference to style.

Mr. Leonard will be in contact with the Commission, through Mr. Connelly, after the Conservation Commission hearing this week and will start putting together all the documents needed to go to bid in Feb. Mr. Connelly will be in contact with the Transportation Advisory Committee to verify that their recommendations are unlikely to impact the project.

Ms. Rothenberg motioned to approve the plans as presented, seconded by Ms. Canniff, approved 4-0.

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### Recreation Department

#### **Rink and Recreation Updates**

Ms. Campbell, Supervisor of Recreation, who was hired mid-November, was introduced to the Commission. The Commission welcomed her, expressed its excitement at having Ms. Campbell on board, and wished her every success in her position.

The Commission is going to review the rink permitting policy and discuss any changes at a future meeting.

#### **Special Requests**

##### *Event Policy Discussion*

Ms. Mayer raised the issue of the increase in the number and size of special events happening in the parks, both permitted and not permitted, and questioned if it might be time to consider a more formal scheduling policy. The Commission agreed to create a policy to be more pro-active and have set deadlines for the permitting of special events.

Ms. Canniff suggested having a deadline for submitting requests for the spring/summer seasons and creating a calendar of all the events at each park to make available to the public.

Ms. Rothenberg raised the question of the quantity of events allowed at each park, specifically the parks that get the most use. Ms. Mayer cautioned that this could be tricky and have unintended consequences.

Ms. Bartholomew suggested there be criteria collected for the request so the Commission could suggest which park/field would work best for the event, so as to not overload specific parks and neighborhoods every weekend. Ms. Rothenberg agreed and suggested that permit requesters submit a first and second choice park to look at spreading out the events around town.

The Commission is going to work on drafting a policy.

#### **Commission Topic Leader Discussion**

Recreation Updates – No report at this time.

Capital - Mr. Vitters reviewed the timeline of upcoming capital projects.

Policies and Procedures – No report at this time.

ADA – Ms. Mayer stated that the final report of the ADA study was received and copies are going to be printed for the Commission. The memo of priorities was received and Ms. Mayer and Mr. Connelly are going to review it.

Special Events - Ms. Rothenberg talked about the Fall fundraising event.

Field Management – No report at this time. Letter from Mr. Connelly to field users was attached in the packet, which included the change to the fee payment schedule.

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### **Recreation Department**

Off Leash Park Program – Ms. Mayer stated that the Friends of Thorndike are going to issue winter tips for dog owners visiting the off leash area. The Commission also discussed the posting of the part-time canine recreation activity director position.

Friends of Parks – No report at this time.

Open Space - Ms. Bartholomew and Ms. Mayer are reviewing the Open Space and Recreation Plan for the update in process and looking for input on future goals and tasks from the Commission.

Town Master Plan – Ms. Mayer asked the Commission to review the updated draft plan and send any comments to Mr. Connelly.

Funding Opportunities – No report at this time.

Technology and Web Management – No report at this time.

Vision 2020 – No report at this time.

DPW - No report at this time.

### **Capital Projects Update**

Ms. Mayer stated that Mr. Connelly's report was sent as follows: "Everything is currently moving forward for FY 16. That would include Magnolia Playground, ADA Upgrades (\$50,000), Summer Street Backstop and Buck Netting, and Feasibility Study."

### **Other**

Ms. Canniff stated she is looking into how the Town can get ownership of the rink

Ms. Rothenberg mentioned the passing of Jim McLaughlin and all the contributions he made to the youth of Arlington.

Ms. Mayer stated she has drafted the annual report and will email it to the other Commissioners for comments.

The meeting was adjourned at 9:00 pm

Respectfully Submitted:  
Erin Campbell, Supervisor of Recreation